

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

23rd November 2021.

To Members of the Finance and Administration Committee

Councillors Sara Bedford, Liz Burns (Chairman), Fran Deschampsneufs, Jane Lay, Robin Powell, Owen Roe & John Swallow.

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 29<sup>th</sup> November 2021 at 6:00 pm, when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Isabel Montesdeoca  
Clerk to the Council

### AGENDA

- 1. Apologies for Absence**  
To receive and accept apologies for absence.
- 2. Declarations of Interest**  
To receive declarations of interest in items on the agenda.
- 3. Public Participation**  
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
- 4. To confirm the Minutes of the Meeting held on**  
25<sup>th</sup> October 2021 (previously circulated).
- 5. Internal Audit 2021-2022**  
To consider the first interim report from the Internal Auditors and recommend acceptance and approval to the Parish Council. (Enclosed<sup>[1]</sup>.)
- 6. Budget 2022-2023**  
To consider the current revision of the budget (v2a) (Clerk's report item 1 and budget book v2a enclosed<sup>[1]</sup>.)
- 7. Electric Vehicles**  
To consider report from the Facilities Officer. (Enclosed<sup>[1]</sup>.)

<sup>[1]</sup> *Committee members only, other members on request*

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Clerk's Report – F&A – November 2021

1. **Budget 2022-2023 v2a**

Here are the main updates since the review of the previous version at Leisure, Finance & Administration, and Planning & Highways Committees, and at Parish Council meeting held during October and early November. While there are still areas that are a work in progress, it is getting closer to a final budget.

- **Income assumptions** 2021-2022 model updated of Nov 10<sup>th</sup> based on the line of sight bookings Oct – Dec 2021. Income assumptions 2022-2023 re-validated and are solid but we must remain cautious until we have better guidance from the government regarding any potential lockdowns. We will review bar revenue close to the end of December revision of the budget to continue to fine tune income assumptions.
- **Spend and Income** Playing Fields, Play Scheme and Neighbourhood Plan spend updated. YTD Spend and Income 2021-2022 will be pulled through to eo Nov 2021 and used to validate trends.
- **Earmarked Reserves** 2022-2023 updated to reflect updated quotes for priority projects previously agreed as per Key Projects list. Updates reflect price increases due to economic conditions. Earmarked reserves also increased to reflect quotes obtained for potential priority projects being considered by Leisure Committee for 2022-2023. Final selection to be determined at 8<sup>th</sup> Dec meeting and will then be reflected in next version of the budget. Election Expenses reserve also increase in line with agreed strategy (min. 170 vii, 2020-2021).
- **General Reserve Fund** increased to reflect 1/3<sup>rd</sup> annual spend.
- **Estimated General Fund Balance** at end of 2021-2022 is higher than normal due to limited spend on Earmarked Reserves during the pandemic. Estimated General Fund Balance at end of 2022-2023 is also higher than normal but this will change once priority projects are approved at Leisure Committee meeting (Dec 8<sup>th</sup>) and Earmarked Reserves are adjusted accordingly.
- **Salary model** 2021-2022 updated to reflect Sep / Oct / Nov staff changes and verify wages allocations. 2022-2023 salary model also updated to reflect latest information on wage increases.
- **Grants** budget for 2022-2023 is set at the same level as 2021-2022. No financial grant applications have been received as of yet but applications have been requested by 2 St. Paul's and Watford Lions Club. Reminder emails will be sent to other SLA holders with grants that run out at the end of 2021-2022. Deadline for submission is published as 20<sup>th</sup> Dec. Budget will be updated at that point accordingly.
- **Precept:** *Please note that Band D Base number guidance not available until mid Dec. therefore no change has been made to the precept at this stage.*

Isabel Montesdeoca

Clerk to the Council

23rd November 2021